Approved For Release 2005/11/21: CIA-RDP78-00487A000100070003-3

32.61.1

SECRET

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE

FOR THE

FFICE OF

LEGISLATIVE COUNSEL



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FICE.	DIVISION, BRANCH	2	S I GN /
O/GENERAL COUNSEL - LESGISLATIVE COUNSEL			Donstand to Liquilative 18 MAPR 1961
'ЕМ О .	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
-	SUBJECT FILE		
	Consists of correspondence, memorandum, reports and other papers pertaining to legislation affecting the Agency, liaison activities with members of Congress and the various Congressional Committees, and papers which accumulate in conduct-	9.0	Permanent. Disposal not authorized. Transfer inactive files to the Records Center as indicated below.
	ing daily operations. The files contain House and Senate Bills, Reports, and Resolutions; hearings and testimony on legislative programs of interest to the Agency together with related correspondense and comments. Also included in the file are journals of daily events and staff activities, briefing		
	material used by the DCI in his contacts and meetings with Corgressional Committees, and other material which reflects procedures, plans, programs and administration of daily activities. Filed according to Agency Subject File. (1959 to date)		
-	a. Congressional Committee Files		Cut off at the end of each Congress; retire material from First Session; hold 2nd Sessi files for 1 year then retire.
	b. Legislation File		Cut off at end of each Congress and transfe to Center all files which are inactive or n longer of interest to the Staff.
	c. All other.		Cut off file at end of each Congress, trans to Center two years thereafter.
	CHRONO FILE (READING)		
	Extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically.	.4	Temporary. Retain in current files indefinitely.

FORM NO. 139 USE PREVIOUS 1 JAN 56

TEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS		
3	Approved For Release 2005/11/21 : CIA-MEMBERS OF CONGRESS FILE	RDP78-004	487A000100070003-3		
	Individual case files maintained on each member of Congress. Consists of correspondence pertaining to employment of individuals sponse by Congressmen, reports of liaison activities with members of Congress, and other papers relating to activities of members of Congress which may be of interest to the Staff.	red	Temporary. Destroy after 10 years. Screen at the beginning of each Congress and remove folders for those members whose terms have expired. Transfer to the Records Center; destroy after 10 years.		
	(1947 to date)				
4	CONGRESSIONAL LIAISON RECORD FILE				
	Discontinued				
5	LEGISLATION FILES		·		
	a. CIA Legislation. This file brings together all CIA legislation prior to its enactment into law. It contains proposed amendments to certain CIA Bills, background information and comments relating thereto. The file provides a convenient reference to new and proposed legislation affecting the Agency and serves as a reference file for the Staff. Filed according to legislation.		Permanent. Disposal not authorized. After bill is enacted into law incorporate correspondence, comments, and pertinent background material and destroy remaining working papers and duplicate material. Retain in current files area indefinitely for historical and research purposes. Transfer to Records Center.		
	(1950- 1955)				
	b. Other Legislation. These are copies of all current House and Senate Bills which may be of interest to the Agency. They are maintained for convenience of referer for the Staff. Filed according to cat- egory and numerically thereunder.	3.0 ce	Temporary. Destroy inactive at the end of each Congress.		
	(Current)				
	Approved For Polease 2005/11/21 CIA	DP78 004	\$7A000100070003-3		

			DISPOSITION INSTRUCTIONS
ITEM NO.	FILES IDENTIFICATION	VOLUME	
	Approved For Release 2005/11/26 Given c. Congressional Record. Consists of copies of the proceedings and debates, minutes of meetings of the Congress. Maintained for reference purposes.	DP78-004 ፟ት•0	87A000100070003-3 Temporary. Destroy at the end of each calendar year.
	(Current)		
6	REFERENCE PUBLICATIONS		
	These are extra copies of Congressional Reports, Bills, and Hearings, volumes of the U. S. Code, Congressional Index, Congressional Directories, and The Congressional and Administrative News. Maintained for reference purposes.	18.	Temporary. Destroy when superseded or no longer needed for reference purposes.
7	PUBLICATIONS CONTROL CARD		
	Function transferred to OCR/Library together with which function of obtaining types of material listed in item 6.		
8	CARD FILES		
	a. This is a 3 x 5 card file containing information on legislation of interest to the Agency and on bills under consideration by Congress. Serves as a convenient reference to the legislation portion of the subject tile.		Temporary. Destroy at the end of each Congress.
	b. This is a 3 x 5 card listing of members of Congress and their affiliations with employees of the Agency.	•1	Temporary. Retain indefinitely in current files area.
	c. This is a 3 x 5 card recording of pro- posed trips by members of Congress indicating itinerary and purpose of trip.	•1	Temporary. Destroy when traveler has been debriefed by the Agency after trip has been made.
	d. A 5 x 8 Kardex record of active bills before Congress that are of interest to the Agency. Current status is posted.	.1	Temporary. Destroy after bill has been enacted into law.

ITEM NO.	FILES IDENTIFICATION	LUCLIME	DICTORITY OF INCTIONAL ONE		
		VOLUME	DISPOSITION INSTRUCTIONS		
1 , 1	Approved For Release 2005/11/2 CIA-RDP78-00487A000100070003-3				
9	STAFF ADMINISTRATIVE FILE				
	Contains information relating to administrative support functions, such as personnel leave, security matters, administrative issuances, liaison activities and also files of personal interest to the Chief of the Staff.	1.0	Temporary. Screen and destroy inactive material on an annual basis.		
10	REVOLVING FUND FILE				
	A small petty cash fund for emergency use of the staff. Contains vouchers or receipts expenses incurred and accountings for advances when fund replenished.	•3 for	Temporary. Destroy after 2 fiscal years.		
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INST	RUCTIONS
	(Amendment to OAssproyed For Release 2005/11/21: CIA			
	Counsel Records Control Schedule 32.61.1)			
11.	OFFICIAL WORKING FILES	2.0	Temporary. Screen fil	es periodically
1	Wordston St. J. S. and S. C. and S.		and destroy material n	o longer of
ì	Working files and reference material accumulated in carrying out the		current interest, exce	pt that inactive
i	responsibilities for support of		files determined to ha may be transferred to	
	legislative functions.		Center for a two year	
i	•		period, then return fo	r re-evaluation
i			review by depositing o	ffice.
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		<u> </u>	Chief, RAB	
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ORM NO.	Lee HEE PREVIOUS			
JAN 56	139a USE PREVIOUS RECORDS CONTROL SCHEDULE -	CONTINUAT	ION SHEET	(41

24 August 1973

MEMORANDUM FOR: Chief, Records Management

SUBJECT:

Request to Retire "Working Files"

to Records Center

1. Assistant Legislative Counsel, has a quantity of material (one or two boxes) which is not required here in the Office at this particular time but which cannot be destroyed. The material is considered to have future value.

- 2. It is requested therefore that we be authorized to send this material to Records Center and have a Job Number assigned to it.
- 3. This material should be added to our Schedule. It can be listed as "Individual Working Files."

Office	of Legislative	Counsel

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100070003-3



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Effective 15 Nov 1966 Legislative Counsel was separated from the General Counsel and designated a separate office under the O/DCI.

contacted re records and the schedules.

per

9 Nov 66
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